



**VOTER REGISTRATATION  
AND ELECTIONS  
City of Fairfax  
April 7, 2020 Electoral Board Meeting Minutes**



**Brenda F. Cabrera**  
Director of Elections/General Registrar

**Electoral Board**  
**Secretary: Richard Herrington**  
**Chairman: Curt Chandler**  
**Vice Chairman: Lorraine Koury**

**CALL TO ORDER**

The Chairman called the meeting to order at 1:00 p.m.

**PRESENT**

Richard Herrington, Secretary; Curt Chandler, Chairman; Lorraine Koury, Vice Chairman and Brenda Cabrera, Director of Elections/General Registrar (DE/GR). The Chairman joined the meeting electronically via telephone consistent with City of Fairfax Electoral Board Policy #1, Electronic Participation in Meetings (VA Code §§ 2.2-3707, 2.2-3708, 2.2-3708.1, 2.2-3711, 2.2-3712).

**RECESS**

The Secretary moved the Board meeting recess until 2:00 p.m. The Vice chairman seconded the motion and when the question was called the motion passed unanimously.

**RECONVENE**

The Board reconvened at 2:01 p.m. All Board members were physically present.

**MEMBERS OF THE PUBLIC TO SPEAK**

There were no members of the public present who wished to speak or observe the meeting.

**APPROVAL OF MINUTES ELECTORAL BOARD MEETINGS MARCH 17, 2020, MARCH 25, 2020 AND April 2, 2020**

The Chairman moved the approval of the minutes for the April 2, 2020 meeting be tabled, and the minutes of the March 17, 2020 and March 25, 2020 minutes be approved. The Vice Chairman seconded the motion and it passed unanimously.

**APPOINTMENT OF NEW OFFICERS OF ELECTION**

The DE/GR reported that she had received no new applications for officer of election appointments.

**MISCELLANEOUS QUESTIONS AND ISSUES**

The Chairman opened a discussion on several issues that may impact City residents to opt for absentee voting.

- City Hall is anticipated to be closed. This will require modification to the procedures used in PCT 4.
- The individuals that have qualified for the June 9, 2020 primary have been determined. 3,000 Republican and 5,000 Democrat ballots are to be ordered.
- Recent Governor news conferences produced no actionable information; additional information is forth coming.
- ELECT is waiting guidance related to the potential of the Legislature moving the May 5, 2020 City Election to November.



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- HB2178 review is on-going and will be completed by April 15, 2020. The Secretary has crafted a proposed status of compliance to be submitted.

## COMMUNICATIONS ABOUT ELECTIONS THE EXECUTIVE ORDER 51 EMERGENCY

There was discussion of the need to communicate information about elections:

- Most communications on the VEBA e-mail list consists of proposals to change or retain the present schedule for the May City elections and the June dual primary election.
- There was no new information provided during the Governor's press conference on April 6, 2020.
- All information related to changes in the scheduled dates for the May 5, 2020 City elections and June 9, 2020 dual primary election will be disseminated as rapidly as possible.
- The DE/GR was commended for her efforts to get the City's website changed to draw more voter attention and her e-mail communications to all City candidates. This information was timely and demonstrated the DE'GR's attention to both candidate and voter informational needs.
- Special reports are not needed to remind City elected officials as to the performance of the DE/GR or Electoral Board.
- The "Voter Sticker Contest" will continue. The Deputy GR is the DE/GR's representative to the contest organizers.
- Information related to both the June 9, 2020 dual primary and the November 3, 2020 General Election will be disseminated as rapidly as possible once decisions are communicated to ELECT.

Planning and preparing specific election processes

- The Board discussed the process used for handling mail-in ballots and the structure of the Central Absentee Precinct (CAP). Normal processes for training and handling of ballots will continue to be followed as much as possible, modified as necessary to meet emerging health guidance.
- In-person absentee voters have an impact on the DE/GR staff. A new staff member will arrive next week and should help mitigate the workload.
- For the May 5, 2020 City Election, residents will be encouraged to vote by mail.
- Staffing for the precincts was discussed. The DE/GR is actively evaluating the existing plan and formulating staffing plans that provide adequate officers of election for all precincts. Other localities in Northern Virginia are facing the same staffing challenges. The DE/GR has fielded concerns expressed by officers of election; most questions are related to the availability of Personal Protective Equipment (PPE – masks and gloves) and the possibility of the May 5, 2020 City election being delayed.
- L&A testing was accomplished without incident. All OVO/OVI devices to be used for the May 5, 2020 election have been tested and sealed.
- Signs are posted to handle absentee in-person voting.
- For Election Day, May 5, 2020:
  - PPE and appropriate guidance concerning PPE use will be provided to all precincts.
  - Ballots will be packed by the DE/GR; Board members are available should they be requested to assist. Ballots will be delivered on Election Day using established procedures, modified as necessary to address emerging health guidance.



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- Curbside voting: Use of hand sanitizer was discussed and its potential detrimental impact on ballots should the sanitizer contaminate the ballot. Officers of election will have to exercise care and be especially mindful of handling ballots during inclement weather.
- To the greatest extent possible, normal voting processes will be followed.
- Curbside only voting for Election Day: A switch to curbside only voting would and will have a dramatic impact and effect on voting. Each Board member will survey selected polling locations to determine possible resources needed; tents/canopies for inclement weather, electrical power for PollPads and OVO/OVI, signage, other related materials and the estimated number of voters that can be handled per hour. The Secretary will explore the availability of military type tents/canopies.

**RECESS**

The Board stood in recess at 4:01 p.m.

**RECONVENE**

The Board reconvened at 4:13 p.m.

**OTHER MATTERS**

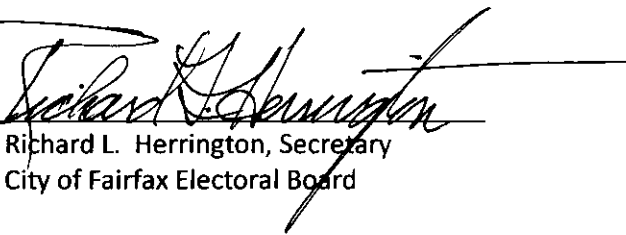
The DE/GR stated she was reviewing existing procedures for officers of election training.

**REVIEW/UPDATE OF THE CALENDAR**

There will be a Board meeting on April 14, 2020 at 10:00 a.m.

**ADJOURNMENT**

The meeting adjourned at 4:21 p.m.

  
Richard L. Herrington, Secretary  
City of Fairfax Electoral Board

